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| Record group | **Retention period\*** |
| Applicant records including personal details, job applications and interview records | Six (6) months of the date consent was last provided in the online recruitment system, or six (6) months after the outcome of the latest application, whichever is later |
| Employee records (records containing employment data of individual members of staff including Written Particulars of Employment, Contracts of Employment, Changes to Terms and Conditions of Employment, Termination of Employment, details of performance, training and absences unrelated to health surveillance records) | For the duration of employment and up to six (6) years after employment ceases |
| Single Central Record including current staff personal details and training dates and leavers  | For the duration of employment (whilst undertaking activity within scope of the Single Central Record) and for up to 12 months after employment ceases |
| Employee records administration (database records for all current and former employees, including Name/DoB/NI number/BU start and end dates) | For the duration of employment and up to six (6) years after employment ceases after which only the following core meta data will be retained: Name/DoB/NI number/BU start and end dates   |
| Records documenting entitlements to, and calculations of, Statutory Payments | For a period of three (3) years following the end of the tax year to which they relate |
| Records documenting health surveillance records including details of absences of an employee relating to health surveillance | For the duration of employment and up to forty (40) years from date of entry after employment ceases dependent upon causation  |

HR Short Form Data Retention Table 2024

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These retention periods may only be departed from where it is necessary and proportionate for BU to keep the record for a longer period. For example, if the record is, or is likely to be required, for evidential purposes; if BU is subject to a legal obligation to retain the record for an additional period, or where the record is required by BU for another lawful purpose (for example, where the basis for our processing changes over time due to developments in circumstances or in our relationship with the individual). If in doubt, please contact HR Enquiries for advice.